AMERICAN NUMISMATIC ASSOCIATION

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AMERICAN NUMISMATIC ASSOCIATION

WORLD'S FAIR OF MONEY®

AND

NATIONAL MONEY SHOW™

Host Club and Committee Manual

ANNIVERSARY CONVENTION COMMITTEE MANUAL

INTRODUCTION

Welcome to the fun and hard work of meeting planning. To those of you who are planning to devote the next two years to the ANA our hats are off to you. You can be sure there are rewards. Working together, the local committee, volunteers and ANA staff, the results will be an outstanding convention that will bring a lot of personal satisfaction for individual and team efforts.

This manual has been prepared as the source of information that will guide committee chairpersons through the completion of a successful and memorable convention.

The anniversary ANA convention, or ANA World's Fair of Money ®, is the responsibility of ANA's Executive Director through his/her Convention Director (CDir). The convention is complex in that it combines a trade show, annual association meetings, educational programs, banquets and the meetings of affiliated organizations.

Only the Executive Director may commit the association to any financial responsibility and/or contract. Neither the General Chairperson, and or his/her committee chairpersons, nor the Convention Director may obligate the association. All agreements and contracts arising from the local level must be submitted to the ANA Convention Director in Colorado Springs for approval by general counsel and signature by the Executive Director.

The Convention Director appreciates the special character that only local people, local numismatic organizations such as yours and local resources can provide that will result in a successful and enjoyable convention. Thus the CDir will provide the local General Chairperson and his/her committee as much latitude as possible in the presentation of plans and ideas.

WELCOME!

ANA Administration

In the convention, as in all else, the Executive Director is responsible to the ANA board for policy and constructive suggestions. It is a primary responsibility of the CDir to control proposed expenditures and monitor projected income to insure that the convention is not only profitable, but expenses are kept in check according to budget.

Because of budget constraints the association cannot provide complimentary hotel accommodations during the convention to all committee members. This is true for committee meetings as well. The provision of complimentary sleeping rooms will be based on need and dependant on the distance any committee member may need to travel. Hotel accommodations may be provided to the General Chairperson and generally considered for those committee chairpersons who will most need accommodations due to his/her specific responsibility and commute distance. These rooms will not necessarily be in the headquarters hotel.

The experience of the CDir can be of great help in assisting the host committee during the review and approval process for the committee's plans. Having orchestrated many conventions, the knowledge of what works at ANA conventions is an important asset to the show team. While the coordination and overall balancing of all convention plans contribute to a smooth running national rather than regional convention, the host committee's home field advantage provides the necessary local flavor and prevents the show from becoming generic and static.

If it seems that this manual is not a "tell-all, end-all" to ANA convention planning, it's because it is intentionally not that type of manual. This manual serves merely as a guide. The complete planning stages need to unfold in a style unique to each particular committee. Each committee that the ANA works with has particular talents that will lend themselves to our next fantastic event! In anticipation of these talents and the hope that they will all come out, please do not be afraid to be creative within the structure of this guide.

The most important element for a successful convention is the strong communication link between the local committee and the ANA. From time to time, all chairpersons may be called upon to perform duties not described in the manual. However, with solid connections between the ANA staff and the local committee, the necessary support for one another will always be at hand and will benefit our hobby. Let's all work in cooperation with each other. This venture will be a lot of hard work but let's have fun too!

Headquarters Staff as relates to convention:

Executive Director	Larry Shepherd
Convention Director	Brenda Bishop
Meetings Administrator	Judy Newhouse
Exposition Manager	Brian Miller
Education and Marketing Director	Jay Beeton
Research Librarian	RyAnne Scott
Editor In Chief	Barbara Gregory
Museum Curator	Doug Mudd
Education Project Coordinator	Susan McMillan
Controller	Carol Shuman

National Volunteers:

Banquet exchange and seating	Dorothy Baber and Vicki Owens
Bourse Assistant	Larry Gaye
Chief Judge	Sam Deep
Dealer Registration	Myrna Lighterman, Jeff Swindling
Treasure Trivia and Admissions/Public Registration	Jim Majoros
Early Registration and Admissions	Sanford Pearl
Dealer Relations	Paul Whitnah
Exhibits	Mark Lighterman; Gene and Pat Hynds
Message Center	Nancy Green, Larry Rowe and
Scout Programs	Patti Finner, Jeff Swindling and Nancy Green
Admissions/Public Registration	Cecelia Baber and Vicki Owens

Several ANA board members generously give of their time as national volunteers when not in board service.

Organization Structure

The organization chart for conducting conventions provides for two-way communication between the CDir and the local Chairperson; all ANA board communications clear through the Executive Director and all communications from the local committee chairpersons clear through the General Chairperson. The ANA Exposition Manager has certain responsibilities for the bourse floor management, but final responsibility rests with the Executive Director through the CDir.

ANA President

- Appoints Chief Judge for convention exhibits.
- Approves banquet Master of Ceremonies.
- Approves ribbon cutter and dignitaries for opening ceremonies of the convention.

ANA Executive Director

- Has ultimate responsibility to the Board of Governors for the convention and its' success.
- Signs for and solely commits the ANA for all contractual commitments.
- Approves all insurance for convention.
- Approves attendance of all staff and volunteer attendance whose travel, hotel, or expenses are paid from the ANA or convention budget.
- Approves final bourse floor design.
- Approves post convention tour, if one is planned.
- Submits budget to Board of Governors for approval.

General Counsel

- All contracts must have the approval of the ANA President through General Counsel.
- It is the responsibility of General Counsel to obtain tax and licensing regulations for a particular convention city and provide the convention staff with necessary tax forms.
- In some cities general counsel may wish to obtain local legal counsel for the information and forms.

Convention Director

Keeping in mind that it is ultimately the Executive Director's responsibility for the successful execution of the convention, the Convention Director's responsibilities include:

- Meets regularly with the local committee; at least once 12-24 months prior to the convention and at least one time 1-12 months prior to the convention.
- Secures and presents all contracts to the ED, under ANA procedures.
- Prepares, advertises for and solicits bourse applications.
- Schedules all functions, making all room arrangements.
- Arranges housing for officers, staff and committee, making all hotel arrangements.
- Approves physical arrangements for exhibit area.
- Prepares budget for Executive Director.
- Keeps the general chairperson informed with updated information.
- Approves preliminary drafts of official program.
- Arranges any special events & transportation.
- Approves selection of vendors and prices following ANA budget specifications.
- Determines A/V requirements and selects audio visual company.
- Approves all banquet arrangements, including menu and banquet seating.
- Approves tour company and all planned tours.
- Makes arrangements for judges meeting room and supplies, schedules, and meetings.
- Arranges space for registration, pre-registration, welcome kiosk and hospitality area.

Meetings Administrator

- Responsible for booth assignments using ANA guidelines; designs and prepares floor plan. (Annual Table Draw event held late winter)
- Communicates with ANA member dealers, including all bourse applicants on issues, suggestions and questions regarding ANA conventions.
- Approves choices of color, copy, and quantities for convention ribbons, tickets, and signs. Orders as required.
- Makes arrangements for dealer registration and the photo id area.

Exposition Manager

- Responsible for all bourse room set-up and requirements.
- Communicates with the contracted show decorator for all show needs.
- Approves and changes and adjustments to original specs to ensure efficiency and cost-containment.
- Works with the safe provider for efficient safe delivery and placement

General Chairperson

Following his/her official appointment by board motion, the General Chairperson (GC) shall appoint from the local area members who are capable and conscientious individuals to chair various committees.

Preferably, each committee chairperson should have had previous experience in whatever area they are asked to chair, that is: the Exhibit Chairperson should be someone with previous experience in exhibits on a local, state or national level. It is necessary for appointed chairpersons to be ANA members.

Inasmuch as the responsibilities of the GC are extensive, his/her appointees should be able to proceed without constant direction, yet within established guidelines. All committee chairpersons report directly to the GC.

During the year preceding the convention, it is advisable for the GC to call regular full committee meetings to keep each committee chairperson up to date with the overall program, and also special meetings of selected chairpersons as may be appropriate. The frequency of these meetings should be determined by the GC. Each committee chairperson should be prepared to provide a status report on the work of their committee during these meetings. These meetings have the added advantage of familiarizing all committee people with the hotel layout and facilities. Additionally, a meeting should be planned in conjunction with any scheduled visit of the CDir in order to promote better understanding, communication and cooperation. These meetings will be a question and answer time by both chairpersons and CDir.

The following committees are essential:

Registration
Collector Gallery (formerly Exhibits)
Numismatic Theatre
Scout Workshops
Pages
Activities

Responsibilities:

- Appoints a local committee.
- Involves Assistant General Chairperson in all areas of discussion and planning in order that he/she be a knowledgeable replacement in case of emergency.
- Follows established procedures.
- Conducts frequent (quarterly or semi-annual) committee meetings.
- Coordinates work of all committees through its chairperson.
- Reports promptly to the CDir any local or state laws that he/she might read or hear about in the news which might affect the auction, bourse, hotels or traffic.
- Reports about local news stories concerning facilities or suppliers being used that could affect the convention.

Medal Design: For an official convention medal produced and paid for by the ANA, design ideas are encouraged from the local committee through the GC.
Any design ideas to be considered are required eighteen months prior to the convention opening.

Postal Cancellation: Design ideas may be submitted by the local committee.
Because the postal cancellation has technical requirements that are subject to change each year by the US Postal Service, ANA staff will attempt to incorporate local committee design suggestions. Because of the deadline for publication in the post office's pamphlet of approved cancellations, these committee designs and/or ideas should be submitted to the CDir at least (10) months prior to the convention.

Final Report: Following the convention, the GC will request from each of his/her chairs a report of his committee's activities, including problems and suggestions that may be of value to successive chairpersons.

Note: Scheduling of show-site meetings
Requests received by GC or others for meetings to be held in conjunction with the ANA convention shall be forwarded directly to the CDir, who will be responsible for making such arrangements. ANA member clubs are encouraged to meet during the convention, at no cost as long as the club dues are current.

Assistant General Chairperson

The Assistant General Chairperson (AGC) shall serve as a backup for the General Chairperson and will keep him/herself well informed on the progress of activities. The GC shall expect his assistant to fulfill the General Chairperson's duties in his absence, should the need arise.
Prior to the convention the AGC will be given a schedule. Each day at the convention, as time permits, the AGC should make an appearance at each club and/organization meeting, as scheduled in the program, thus serving as an ambassador for the host club. The room setup and requirements will have been checked by an ANA room monitor prior to the meeting. It is a nice gesture for the AGC, when present, to introduce himself and welcome the group to the ANA convention. Should a problem be expressed by the group, the AGC should contact the message center to get word to the appropriate staff person to address any meeting room problems.

A. Registration

The Registration Chairperson and his/her committee has the responsibility of assisting all public attendees, except maybe those who are pre-registered. **Please note: Dealers, Exhibitors, Staff and Committee are all serviced through our separate photo-id registration stations.**

The public registration (admissions) process and procedure is NEW effective in 2009:

1. All public attendees will be received with an option to pay a daily admissions rate (ANA members, school/scout groups and all children 12 and under enter for free.) or a multi-day admission rate.

2. All public attendees will be encouraged to note the option of a membership 'show special' as an alternative to daily paid admissions.
Note that this membership option diverts attendees to an adjacent area staffed by the ANA.

The registration committee and volunteers will be responsible for guiding paid visitors through the admissions/registration process in an efficient, pleasant and orderly manner. All daily paid admissions will be provided a wrist band for entry.

The following informational script is recommended for use by all volunteers:

> "Welcome. We are glad that you have come to ANA's Money Show. Once you have completed your admission, I can help you with any questions you might have.Show programs and bags are available as you enter the show in Hall __, straight ahead"

The GC and/or the CDir are to be notified if local committee staffing is not available. The registration area will be in operation beginning PNG Day (the day before the official opening day of ANA).

Generally there should be 3 people at the information entry tables area at all times.

For each entrance of the convention center, one person will be needed to give people directions during open bourse hours, Wednesday through Sunday. Please contact meetings administrator at show-site if you see an area where directional signage is needed.

B. Exhibits

What has been known as ANA's exhibit area has taken on a new personality through the moniker Collector Gallery.

The Collector Gallery Chair is requested to line up two to three additional volunteers to act as resources and to work alongside our national volunteer team. The additional advantage of an on-site chaired team is to widely distribute exhibit applications to area members to generate a good number of displays. A number of these applications are attached and encouragement is given to make these available to all who ask about exhibiting.

The Collector Gallery, a source of education to attendees, requires physical on-site presence so that our attendees have the best experience possible. From the time that cases are placed on tables in the Gallery to the time that they are taken down, a small local team is necessary to provide this manpower and assistance.

Knowledge of competitive exhibits is helpful, though not required. At the end of the calendar year (2009) the local exhibit chair will be introduced to our national volunteer team.

All mailings will go out from ANA headquarters at ANA expense. Exhibit pamphlet guides will be produced by the ANA and will be made available from the ANA for distribution at the convention to attendees.

C. Numismatic Theatre

Programs and selection of speakers, both national and local, is handled by the Education Project Coordinator in consultation with the Numismatic Theatre Chairperson (NTC). These programs should be given by experienced speakers on interesting and original subjects. Local speakers are highly encouraged and will supplement national numismatic speakers when possible.
Programs will be scheduled throughout each convention day from approximately 11 a.m. until 5 p.m. except for the last day, when the programs will need to end at about 1 p.m. Each program should last no more than 45 minutes.
The CDir will locate the Numismatic Theatre room as near the bourse or exhibit as is practical and possible. There will be Numismatic Theatre brochures, produced by the ANA, available identifying programs and speakers.

The NTC will coordinate with the CDir for appropriate space and equipment as approved by the Director of Education. The local chairperson or his alternate must be in attendance at each session to introduce and thank the speaker(s). Speaker bio's will be made available from the ANA. An appreciation certificate is to be given to each speaker. The NTC should meet with the Education Project Coordinator for an overview and to pick up the appreciation certificates.

D. Scout Chairman

The local convention committee Scout Chairman works closely with the ANA to organize a FREE Boy and Girl Scout coin collecting merit badge workshop (usually on Saturday). Using the ANA materials provided, the local committee chairperson, a National Volunteer and local volunteers help Boy Scouts earn the Coin Collecting Merit Badge and Girl Scouts earn the Fun With Money Patch.

Depending on the anticipated number of participants (pre-registration through ANA Headquarters is required), there may be one workshop for both boy and girl scouts, or separate workshops. ANA's education staff liaison will rely on local committee recommendations regarding this decision.
The Scout Chairman is the ANA's connection to the local scouting community, publicizing the upcoming clinic and recruiting participants, both boy and girl scouts and their leaders. The ANA provides the Scout Chairman with a flyer containing all of the pertinent information about the clinic for distribution to local scout councils, schools and area troops well in advance of the clinic, preferably as the troops are setting their activity schedules. One on one contact with leaders is essential for the program's success.

E. Pages

Young Numismatists who wish to be of assistance can register as a page. Mature YN's can be useful during setup and break down times. During the show they can perform such important tasks as cleaning exhibit case glass or delivering food and distributing flyers for dealers and/or exhibitors.

Young Numismatists who are members of the ANA will be considered first for paging. All pages attend a Wednesday morning orientation and are encouraged and welcomed to participate in the YN breakfast and auction on Saturday morning.

The appropriate age for pages is 11-17. Candidates must be mature enough to handle the work, carry hot beverages, make change and remember details. A few pages should be available for PNG day (the day before convention). When a schedule has been prepared, the Page Chairperson will send it to ANA in advance of the convention dates.

ANA will supply paper towels, glass cleaner, pencils or pens and paper to take food orders. Menus will be provided by the center concessions service if at all possible. Pages may serve the dealers by delivering coffee, sandwiches, and other concessions inside the hall for dealers who do not wish to leave their booths during the day. No deliveries of food and beverage may be brought in from outside the convention center. In general, pages may receive suitable tips for these services. Official pages are issued distinctive ANA vests to wear, to be turned in at the end of each paging shift.

The Page Chairperson should be alert to situations which may arise, and discuss with the CDir any problems encountered.

The Page Chairperson will edit and sign a welcome letter inviting YN's to attend the Convention and work as a page. ANA will mail the letters with an application and page rules, WHICH MUST BE SIGNED BY A PARENT OR GUARDIAN. A sample of this will be sent to the Page Chairperson prior to mailing. The applications are returned directly to the Page Chairperson in order that he/she can compile a list and prepare a
schedule of work times for pages during the convention.

PAGE RULES

Pages must:

1. Register (apply) to be a page with the convention page chairperson prior to the convention.
2. Be at least 11 years of age and no older than 17 years of age.
3. Attend the page orientation before reporting. A Wednesday morning orientation will provide direction for pages. In order to begin paging prior to Wednesday morning, or if a page arrives to the convention site after that day/time, special arrangements must be made with the page chairman to receive orientation.
4. Wear official ANA vest when working.
5. Report to the Page Chairperson or his/her designee upon arrival at the Convention center. Report to the registration area during set up day or the Page table in or near the bourse once the convention is open.
6. Always report to the Page Chairperson or his/her alternate before each shift
7. Turn in the page vest daily to the Page chairperson or his/her alternate as soon as the work shift is completed.
8. Wear a photo id at all times while on the bourse floor.
9. Charge no more than the actual cost for food and beverage. It is under stood that pages may be given tips for their services but do not ask for tips.
10. Be polite at all times.
11. Be proficient at making change.
12. Purchase food only at the convention concession stands.
13. Turn in all supplies provided by ANA at the end of each shift.

Pages must not:

1. Purchase cigarettes at anytime.
2. Possess a weapon of any kind. EVER.
3. Purchase alcoholic beverages at anytime.
4. Leave the bourse floor wearing a page uniform.
5. Pass out brochures or flyers without approval from the Page Chairperson.
6. Pass out any brochures or flyers at the entrance to the bourse. EVER.

Page signature _____

Date

Please print name _____

Parent signature _____

Date

Please print name _____

F. Activities

The Activities Chairperson will work with the General Chairperson to determine the most desirable local attractions to offer convention visitors. It is his/her responsibility to investigate and recommend these activities to the CDir.

The Activities Chairperson may interview various tour companies before making a recommendation to the CDir. This should be done 12-16 months prior to the convention.

The cost structure must be set up so that each activity is self sustaining. Often a minimum attendance is required. Pricing should be made with a minimum requirement of 30 and 40.

Through the CDir all special events should be firmly scheduled by mid- January so that they can be included in the printing of early registration materials.

Some Guidelines:
It may be prudent to schedule only be one tour per day unless you can arrange a nighttime tour with no conflicts. All tours must pay for themselves including the Friendship Luncheon with any door prizes and gifts. It is important to remember that all items, ie: meal,
souvenirs, centerpieces, tickets, transportation, etc. must be covered by the ticket price.

If the committee wishes to have transportation tokens, special gifts, or any other giveaway, it will be necessary to talk through these issues as a committee and appropriate to cover any expenses in ANA's annual budget, due each December.

Revised May, 2009

NOTES

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AMERICAN
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ASSOCIATION

American Numismatic Association
818 N. Cascade Avenue
Colorado Springs, CO 80903
Ph: 719-632-2646 • Fax: 719-634-4085
www.money.org